

Election Day Logistics 2008

AGENDA

1. Welcome and Introductions
2. Kids Voting Overview/Update
3. Roles and Responsibilities of Precinct Captains
4. Details, Details, Details...
5. Ballot Pick Up Procedures
6. Questions and Discussion

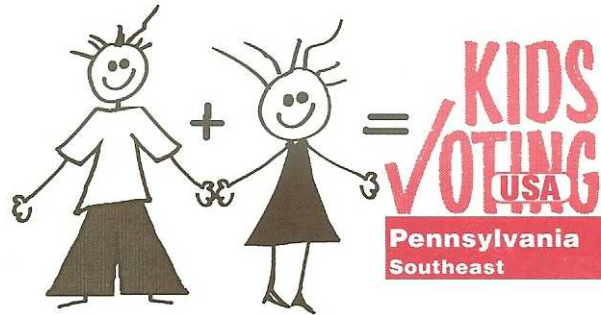
THANK YOU

Please visit the Kids Voting Web Site:

www.kidsvotingsoutheastpa.org

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9. Precinct Judge Welcome/Facts (copy front/back)
10. Ballot Pick Up Procedures
11. Sample Ballot
12. Precinct Judge List by District



Welcome Kids Voting Precinct Captain!

Thank you for volunteering. You are an important part of this community-wide project that encourages our students to become responsible citizens and exercise their right to vote.

With this program, students have an opportunity to accompany their parents to the polls to cast their "vote" as part of Kids Voting Southeast Pennsylvania. Students should vote at the same precinct as their parents or guardians. Within two days, the results will be published in *The Intelligencer* and the *Bucks County Courier Times*.

Attached you will find volunteer information, which outlines the details about your responsibilities. We know you will find this to be a rewarding experience.

If you have any questions, please contact your District Coordinator, Volunteer Coordinator or Richard O. Coe, Ed.D., Executive Director, Kids Voting Southeast Pennsylvania
P.O. Box 372, Washington Crossing, PA 18977
Phone: 215.345.3372
E Mail: kidsvoting@comcast.net

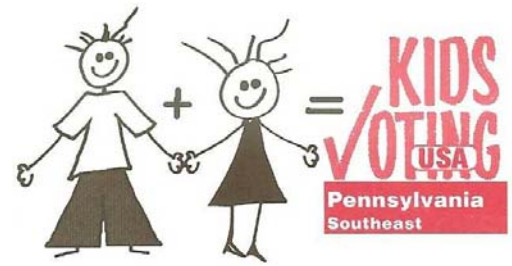
HAPPY VOTING AND THANK YOU FOR BEING A PART OF KIDS VOTING 2008!

District Coordinator: _____

Volunteer Coordinator: _____

Precinct Captain Checklist

Roles and Responsibilities



Prior to Election Day

- Recruit/schedule volunteers for each precinct. Each precinct will need 3-5 volunteers per shift plus some "alternates" as backup. Each school district/precinct can determine their shift schedules. Here's an example:
 - *Shift 1 (Set Up)* 3:00 -4:30 PM
 - *Shift 2* 4:15-5:5:45 PM
 - *Shift 3* 5:30-7:00 PM
 - *Shift 4 (Tear down)* 6:45-8:15 PM
- Contact the person in charge at your polling site to make arrangements for a separate Kids Voting room. Be sure tables (3) and chairs (6) will be provided. Some polling sites have special restrictions. You may need to touch base with the custodial staff or person in charge of set-up a day or two before. Remember to ask where to dispose of trash at the end of the night.
- Call the precinct judge and let him/her know that you are the captain for Kids Voting. Ask whether he/she wants you to check in with him/her when you arrive. Make sure the Judge of Election knows where the Kids Voting area is and is OK with that. Tell him/her you will prepare a list of volunteers to give to him/her on Election Day. (form provided)
- One week prior to election call to remind each volunteer of their shift/commitment. Please give volunteers your phone number for any problems on or before Election Day. Tell them to wear red, white and/or blue on Election Day. Have a pool of volunteers available to fill in.
- Please provide sharpened #2 pencils for children to complete their ballots.
- Prepare 1-2 signs, "This precinct was adopted by . . ."
- Communicate to your schools the hours the Kids Voting polling stations will be open.

Supplies to Bring to Polling Site on Election Day

- KV supplies you received at Precinct Captain training: ballots, registration pad, ballot box, voting booths, "Vote Here" signs, outdoor sign, registration sheets, "I Voted" stickers, give away pencils, KV buttons
- Feel free to make your Election area look appealing and engaging with inexpensive decorations.
- Pens for adults to complete Volunteer Evaluation
- 2 volunteer lists with contact information - one for you and the other for the precinct judge (form provided)
- Cell phone – in case volunteers need to contact you
- Bring "This site was adopted by . . ." sign(s) and bring something to hang it with (masking tape, scotch tape, push pins and/or stapler)
- Phone number(s) for your KV District Headquarters.

Election Day (Tuesday, November 4th)

Please remember: Kids Voting is non-partisan. We **cannot** solicit votes for any political candidate or political party; wear any campaign buttons, nor can we post any printed material within the KV area.

- Visit the site in the AM and let the workers (workers with the adults and workers handing out information, etc.) know when KV will be set-up. Put up a sign indicating what time the KV polls will be open.
- Have voting materials at the precinct by 3 PM (or ½ hour before your Kids Voting polls open) on Election Day. First shift should begin setting up polls at 3:00 PM to be ready for voters at 3:30PM. (Note - Your district can adjust times as needed). Please set up your station in the specified area with a minimum of disruption to the adult voting process.
- Ideal set up – 3 tables – one for voter registration; one for actual voting (where the voting booths sit) and one for ballot box and freebies for kids. If you have the space, it is helpful to have room for students to go on both sides of voting booth table. Chairs are for volunteers.
- Hang “VOTE HERE” posters at your polling place so the location will be clear. Hang “This precinct is adopted by” signs in your Kids Voting area. Put the outdoor sign outside the precinct.
- Remind volunteers to wear their KV buttons. When their shift is over, volunteers should give their KV button to the person taking over.
- Have volunteer evaluations ready and ask parents to complete one before they leave. They can complete it during down times. Turn in evaluations at the end of the night with other materials
- Ideal shift responsibilities (if you have this many volunteers) have one volunteer man the sign-in table; have two-three volunteers man the KV booth table; have one volunteer man the “freebies” table. If needed at your precinct, have a runner to take kids back and forth from parents to KV room to vote
- Have shifts overlap so the volunteers can train the next shift when they arrive. First shift helps with set-up and last shift helps with clean-up.
- Some polling sites reported that busiest shifts tend to be from opening until dinner (3:30-6:00) and that the end of the night may be slower (6:00-8:00), with some short spurts of busy times.
- Assign someone from the first shift to take the completed ballots to KV District Headquarters. Place the ballots in Envelope #1. Completed early ballots should arrive at school district headquarters no later than 5:30pm.
- Be on site or available for questions throughout Election day/night while the Kids Voting polls are open. If you have to leave your precinct, leave your phone number(s) at the poll, along with list of your KV District Headquarter contact number(s).
- Please remember to thank your volunteers -without them there is no Kids Voting! (You can use the KV thank you’s provided)

Kids Voting volunteers should help maintain order within their station and must remain within the designated station at all times.

Closing the Polls

- Insure that children are not in the polling place (near the official adult polling spot at your location) after the close of polls.
- The Captain is responsible for getting final ballots to your KV District Headquarters when the polls close. (Place in Ballot Envelope #2) Deliver remaining completed ballots to school district headquarters no later than 8:30pm.
- Collect all supplies and complete a quick inventory of supplies. (form provided) Return the supplies: extra ballots, ballot box, voting booths, “Vote Here” signs, outdoor sign, registration sheets, “I Voted” stickers and giveaway pencils, to your KV District Headquarters, with the final ballots.
- Each precinct team is asked to tidy their election area and remove all Kids Voting materials from the polling site immediately. *Please restore the room to its original condition. Remove all trash. Remember, we are guests!*
- Thank election officials for their support.



Volunteer Guidelines

- You are a crucial contributor to the success of the Kids Voting Southeast Pennsylvania program! Your special effort helps to make a child's voting experience a true joy.
- Remember we are guests and elections are serious business. Please be careful not to interfere with the election judges and actual adult voting. The precinct workers are not affiliated with Kids Voting and they have authority over the voting place.
- Make sure that young children are attended at all times and do not disturb the adult voters or precinct workers. The Kids Voting curriculum teaches students that voting is a serious responsibility.

Voting Day Procedures:

- 1) Welcome each student who comes to vote. We want to make this a positive experience. No student should be turned away! Home-schoolers and those in private schools and preschools are all welcome.
- 2) Ask students to sign the Student Registration Form, listing their name, school and grade. If a child brings a registration card, you can put a star on it.
- 3) Give each student a ballot and show him or her what information needs to be filled in. Be sure they complete the district and school information. Show them the highlighted sample ballot for Congressional and PA legislative candidates.
- 4) Direct students to booth to privately fill out their ballots. However, it is important that they fill out their ballots correctly. (bubble in circles completely) If they make a mistake or change their mind, they must erase their answer completely. **Please double check them.**
- 5) Have students place their completed ballot in the ballot box. **DO NOT FOLD BALLOT!!!**
- 6) Thank the students for voting and give them an "I voted" sticker and a Kids Voting pencil.
- 7) Please help to keep the Kids Voting area clean.
- 8) At the end of your shift, please help to train the next shift when they arrive.

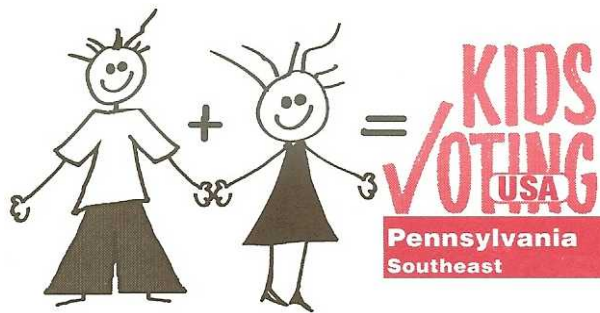
SUPPLY CHECK LIST FOR EACH PRECINCT SITE

Some sites have 2 or 3 voting districts, so you will receive more supplies.

2 voting booths	1 ballot box
Registration pad	ballots
volunteer buttons	2 envelopes
2 "Vote Here" signs	1 outdoor sign
giveaway pencils	"I Voted" stickers

In addition . . .

- Please provide sharpened #2 pencils for children to complete their ballots (6)
- Feel free to promote your school, club or organization with a small sign or banner!



VOLUNTEER EVALUATION

(Optional)

Name _____

Phone _____ Email _____

1. Did you receive adequate instructions for helping out as a Kids Voting Volunteer/Precinct Captain? ___Yes ___No

Comments:

2. What was your overall impression of the Kids Voting materials?
(Ballots? Volunteer buttons? Voting booths? Etc...)

___Very Favorable ___Favorable ___Unfavorable ___No opinion

Comments:

3. What was your overall impression of the Kids Voting Program?

___Very Favorable ___Favorable ___Unfavorable ___No opinion

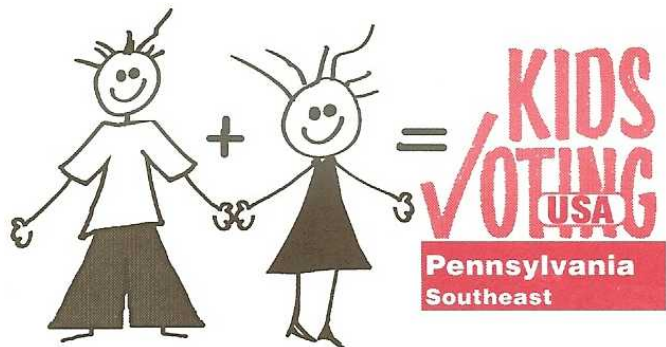
Comments:

4. Any suggestions or comments that would help us improve Kids Voting Election Day activities? (Please use the back if more space is needed)

5. Would you be interested in being a volunteer in 2010?

___Yes ___No

Please return to Dr. Richard Coe, Kids Voting Southeast PA, P.O. Box 372, Washington Crossing, PA 18977, or kidsvoting@comcast.net. Thanks for all your help!

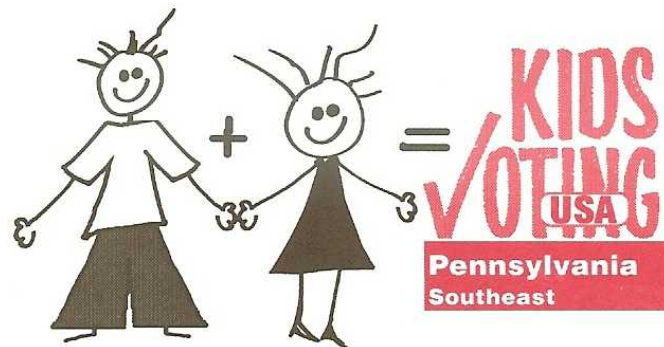


Thank you for being an integral part of
KIDS VOTING ELECTION 2008!

Your support and volunteer spirit allowed
our students to have a small "voice" in the
democratic process and provided a valuable
civics lesson.

Thanks for helping "grow" our next
generation of voters!

Kids Voting Southeast Pennsylvania



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Kids Voting Southeast Pennsylvania

Election Day Supply Inventory

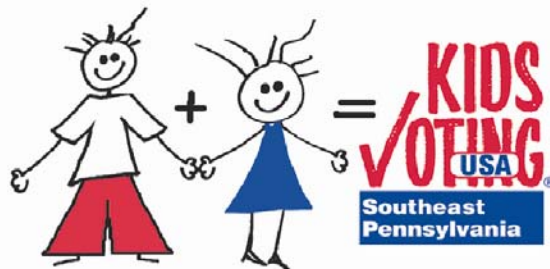
SCHOOL DISTRICT: _____

PRECINCT LOCATION: _____

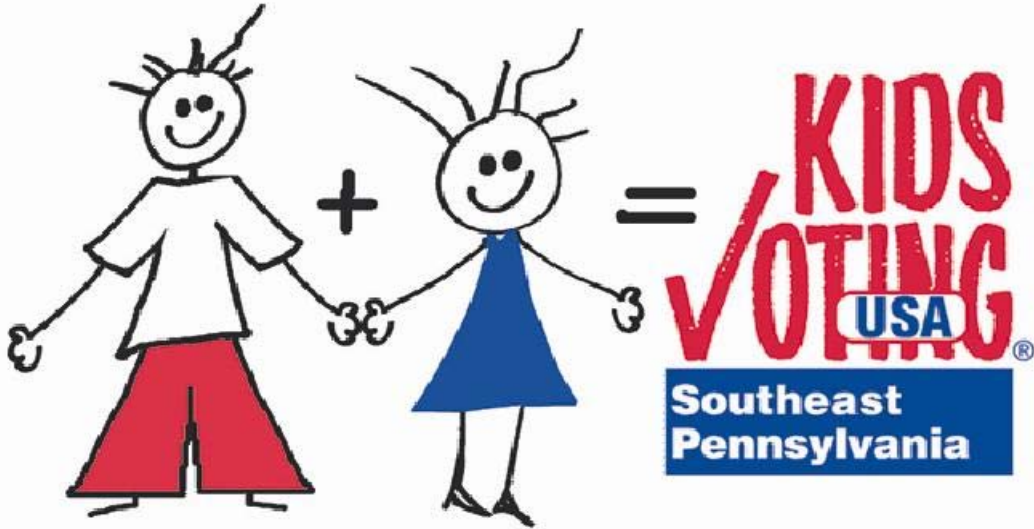
FORM COMPLETED BY: _____

	# Of Items Received	# of Items Returned
Ballot Boxes		
Voting Booths		
Volunteer Buttons		
Vote Here Posters		
Outside Signs		
Large Envelopes		
Give-Away Pencils		
Registration Pads		
"I Voted" Stickers		
Short Pencils		

	Received:	Returned:
Date:		



Return to School District Kids Voting Coordinator by 11/07/08



Kids Voting Coming to Bucks County on November 4th

Kids Voting is a nonprofit, nonpartisan organization that gets students involved and ready to be educated and engaged citizens. Kids Voting is not new to Bucks County. Several of our school districts and many of our voting precincts in the upper and middle parts of Bucks County have participated in Kids Voting for several years. Central Bucks, Pennridge, Council Rock, Centennial, Quakertown, North Penn, and Souderton School Districts have been part of Kids Voting since as early as the year 2002. The program has grown and acquired a fine reputation throughout the region.

What is new about Kids Voting in 2008 is the expansion to all of Bucks County. This is only becoming a possibility because of the enthusiasm and interest on the part of the County Commissioners, School Districts, The Kids Voting Board, our many volunteers, and local election officials.

The highlight of the Kids Voting program is the opportunity for students to accompany their parents to an actual voting precinct on Election Day and cast their own ballot for the same candidates that appear on the adult slate on an authentic ballot form. Kids Voting stations are manned by trained volunteers, and they make sure our student voters do not interfere with the important work done by election officials. I have enclosed a brochure to explain more about Kids Voting.

You will be contacted by the Kids Voting precinct captain assigned to your precinct in mid October to arrange the details for how the program can best operate at your location. Each precinct captain will also report to a school district coordinator with responsibility to oversee Kids Voting in your region. In the meantime if you have any questions about the program, please contact me by telephone at 215.345.3372 or e-mail at kidsvoting@comcast.net.

I thank you in advance for your cooperation.
Richard O. Coe

Facts about Kids Voting

✓ **DEMOCRACY COMES ALIVE FOR YOUNG PEOPLE**

Students, accompanied by a parent or guardian, vote on their own ballot.

The Kids Voting polling station will be in an area nearby or adjacent to the adult polls.

✓ **AN AUTHENTIC VOTING EXPERIENCE FOR STUDENTS**

Each Kids Voting polling station will be manned by 3-5 trained volunteers who have been recruited from school parent teacher organizations or local service clubs.

In most cases the Kids Voting stations will operate from 3:00 PM -8:00 PM.

✓ **REGIONAL IMPACT**

Kids Voting is endorsed by the County Commissioners and School Districts.

Kids Voting Southeastern Pennsylvania includes all thirteen Bucks County School Districts and two school districts in Eastern Montgomery County.

✓ **NONPARTISAN**

Kids Voting volunteers will not solicit votes, wear partisan insignia, or distribute partisan literature.

✓ **SUPERVISION BY TRAINED VOLUNTEERS**

Each Kids Voting polling station will be led by a precinct captain who will contact the Judge of Election prior to Election Day to make arrangements that will insure no disruption to the adult polling operation.

Kids Voting will be responsible for setting up and breaking down their station in a prearranged area.

The precinct captain will provide the Judge of Election with a list of authorized volunteers at least one week prior to Election Day.

Kids Voting volunteers will be responsible for maintaining order at their polling station.



Ballot Pick-Up Procedures

General Information

BALLOTS SHOULD NOT BE FOLDED OR BENT IN ANYWAY.

A school district headquarters team should review ballots and to make sure all items chosen are bubbled in completely. Ballots should be reviewed for obvious omissions and errors and corrected to the extent possible. For example, check grade level or school district data. Do not complete or alter candidate selection items. **DO NOT DELAY THE DELIVERY PROCESS.**

Ballots will be scanned centrally or regionally by Techni-Forms, Inc. The results will be tabulated by Techni-Forms and the results will be transmitted to The Intelligencer and the Bucks County Courier Times. Results will be published on Thursday, November 6.

Ballots will be collected by each school district at a school district headquarters and forwarded according to the procedures that follow.

For Ballots Cast at Adult Precinct Locations on Election Day

A runner from each precinct will deliver completed ballots to the school district headquarters on two occasions:

1. Deliver completed early ballots to school district headquarters no later than 5:30 PM
2. Deliver remaining completed ballots to school district headquarters no later than 8:30 PM

The school district headquarters team should review/correct ballots for omissions and errors.

A runner from the school district headquarters will deliver completed ballots to the designated regional location no later than 6:15 (early run) and 8:30 (final run).

A runner from Kids Voting will pick up ballots at the designated regional locations at 6:30 PM and 8:45 PM

NOTE: We will be looking for volunteer runners to deliver ballots to Doylestown.

Regional Sites for Ballot Drop Off / Pick Up on Election Day

1. Lower Bucks County

Maple Point Middle School, Neshaminy School District, 2250 Langhorne–Yardley Road, Langhorne (near Lake Luxemburg/Core Creek Park) – (*Bensalem, Bristol Boro, Bristol Township, Morrisville, Neshaminy*)

Council Rock North High School, 62 Swamp Road, Newtown (off Route 413 Bypass, near downtown Newtown) – (*Centennial, Council Rock*)

2. Central Bucks County

Educational Services Center, Central Bucks School District, 16Welden Dr. Doylestown (near Route 313) – (*Central Bucks, New Hope Solebury, Palisades*)

3. Upper Bucks County

Pennridge District Education Center, 1200 North Fifth Street, Perkasie – (*North Penn, Pennridge, Quakertown*)

General Election Night Headquarters

Central Bucks Educational Services Center Board Room
Election Night Emergency #: 267.893.2114
Richard Coe's cell # 215.205.6557

For Ballots Cast at School Locations Prior to Election Day

Each school building will deliver completed ballots to the school district headquarters at the end of the school day.

The school district headquarters team should review/correct ballots for omissions and errors.

A runner from the school district will deliver completed ballots to the Bucks County Intermediate Unit front desk as soon as possible but no later than 6:00 PM on the same day that students voted.

What to Do with Kids Voting Supplies after the Election

Each school district will collect and inventory all Kids Voting material and send completed inventory to Richard Coe by no later than Friday, November 7. Each School District will be responsible for storing and safeguarding Kids Voting materials at a secure location.